



## **FORMAL COMMUNICATION**

**TO:** Regional Workforce Boards  
Regional Operators  
Indianapolis Private Industry Council  
Directors of Operations for Northern & Southern Indiana  
All WorkOne Managers  
All WorkOne Staff

**FROM:** Amy L. Smith-Rubeck, MA, LMHC  
Director of Policy

*for*  
*Amy L. Smith-Rubeck*

**DATE:** May 23, 2008

**Technical Assistance Bulletin  
TAB 2007-18  
Testing for Basic Literacy Skills**

### **Purpose**

To remind local administrators and service delivery staff to enter scores from both the pre- and post-basic literacy skill assessment tests into TrackOne for an out-of-school youth who is basic skills deficient

### **Content**

#### **Out-of-School Youth**

All out-of-school youth must be assessed in basic reading/writing and math. Those who are basic skills deficient are included in the Literacy & Numeracy Gains youth common measure.

The youth common measure, Literacy and Numeracy Gains, measures the increase in skills of an out-of-school youth who is basic skills deficient at program entry and at regular intervals thereafter. To measure the increase, a pre-test and post-test must be given. Unless a participant had a previous assessment within six months prior to participation, the participant must be assessed at intake or within 60 days following the date of the first youth program service to determine the participant's initial educational functioning level. These same participants must be post-tested at least once by the end of year one following the individual's date of first youth program service. The same assessment tool must be administered to the client for the pre- and post-testing and the U. S. Department of Labor has issued allowable assessment instruments. **This TAB serves as a reminder to enter both the pre- and post-assessment numeric scores into TrackOne.** The dates and scores of the test are entered into the TrackOne score field and must be a whole number with no decimal point (8.5), plus sign (+), slash mark (/), or other figure added to the score.

In-School Youth

In-school youth already undergo a number of assessments while in school. Requiring an additional assessment outside of the school system is redundant. Remember, the Workforce Investment Act does require all eligible youth to be provided an objective assessment that includes an assessment of the academic levels unless such an assessment was provided in the last six months (WIA Section 129(c)(1)(A)). Therefore, the numeric score needs to be entered into TrackOne for in-school youth, with the same criteria stated above for out-of-school youth, but the in-school youth is excluded from the Literacy & Numeracy Gains measure.

Complete information on youth testing requirements is provided in TrackOne Technical Guidance Bulletin (TTGB) 2006-01.

Any questions regarding the content of this Technical Assistance Bulletin should be directed to:

Amy L. Smith-Rubeck, MA, LMHC  
Director of Policy  
Indiana Department of Workforce Development  
10 North Senate Avenue, SE304  
Indianapolis, IN 46204  
Email: [ARubeck@dwd.IN.gov](mailto:ARubeck@dwd.IN.gov).

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2006-01	Clarification on DWD Communication 2005-26 (rescinded 8-22-07)
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